

## Important Dates to Mark on Your Calendar CRESTWOOD STAFF - Summer 2010

### **Important:**

**RSVP by Email** - [info@crestwoodcountryday.com](mailto:info@crestwoodcountryday.com) to confirm you are attending ALL of the meetings required. Please include in your email an RSVP to your Division/Department meeting(s), the mandatory All Staff Meeting and any other meetings that apply (i.e. New Staff Meeting, Clothing & Fair Day, Bus Meetings & CPR and other certification courses). If you have a conflict with any meetings or have any questions, please call us ASAP. We have highlighted only the appropriate Division/Department meetings for you.

Please read this entire page to see what additional meetings you might have to attend. For all the orientations, dress in camp attire-comfortable clothes and wear sneakers...

### **BE READY TO PARTICIPATE IN ACTIVITIES.**

Glass bottles are not allowed at Crestwood, ever!! Do not bring food or drinks into the gym. Please return the staff medical and W-4 forms to us ASAP...the med form just has to be filled out by you, not a physician

**June 15<sup>th</sup>** **New Staff Meeting, Mandatory 6 PM-9:30 PM (Tuesday)** - For all staff who have never worked as a Group Leader, Counselor, Specialist or Lifeguard at Crestwood. Dining Hall Staff **DO NOT** need to attend.

### **Orientation Meetings By Division**

**June 8<sup>th</sup>** **High Adventure Staff Training 1:00PM-8:00PM**

**June 8<sup>th</sup>** **All Specialists-5:00PM (Tuesday)**

Specialists: We request your attendance at the June 15<sup>th</sup> New Staff Meeting for a short time to meet your apprentice (if you have one) at 7PM. The entire June 15<sup>th</sup> meeting is required for all New Staff.

**June 10<sup>th</sup>** Stephanie (Mini Day, Junior Day) (Thursday) 5:00-9:00 PM **ALL Group Leaders**

**June 10<sup>th</sup>** Christine (Pre School, Junior Day) (Thursday) 5:00-9:00 PM **ALL Group Leaders**

**June 10<sup>th</sup>** Mady (Kindergarten) (Thursday) 5:00-9:00 PM **ALL Group Leaders**

**June 10<sup>th</sup>** Rich (1st and 2nd Grade Boys) (Thursday) 5:00-9:00 PM **ALL Group Leaders**

**June 10<sup>th</sup>** Debbie (1<sup>st</sup> and 2<sup>nd</sup> Grade Girls) (Thursday) 5:00-9:00PM **All Group Leaders**

**June 12<sup>th</sup>** **Maintenance/Dining, Kitchen Staff** 10AM (Saturday)

**June 15<sup>th</sup>** **High Adventure Staff Training 5:00 PM-8:00 PM** (Additional training to be announced)

**June 17<sup>th</sup>** Joe/Danielle **ALL Teen Staff**- 5:00 PM (Thursday) **Parents & Teens at 7:00 PM**

**June 23<sup>rd</sup>** Stephanie (Mini Day, Junior Day) (Wednesday)  
4:00-8:00 PM **Counselors only**

**June 23<sup>rd</sup>** Christine (Pre School, Junior Day) (Wednesday)  
4:00-8:00 PM **Counselors only**

**June 23<sup>rd</sup>** Mady (Kindergarten) (Wednesday)  
4:00-8:00 PM **Counselors only**

**June 23<sup>rd</sup>** Rich (1<sup>st</sup> and 2<sup>nd</sup> grade boys) (Wednesday)  
4:00-8:00 PM **Counselors only**

**June 23<sup>rd</sup>** Debbie (1st and 2nd grade girls) (Wednesday)  
4:00-8:00 PM **Counselors only**

**June 24<sup>th</sup>** Robin (3rd through 6th grade girls) (Thursday)  
4:00-8:00 PM **ALL Group Leaders and Counselors**

**June 24<sup>th</sup>** Howard (3rd through 6th grade boys) (Thursday)  
5:00-9:00 PM **ALL Group Leaders and Counselors**

**\*\*UNLESS OTHERWISE NOTIFIED, ALL ASSISTANT GROUP LEADERS SHOULD ATTEND THE GROUP LEADER MEETING\*\***

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2010 Staff (Continued)

**June 19th Clothing and Fair Day (Saturday)**

9 AM-4 PM **Mandatory** for All 1st grade and younger Group Leaders, All Administrators, All Specialists, All Maintenance/Kitchen Staff, Office, Nurse and Security Staff. Swim Staff will be notified by the Swim Director if you are needed to work. Lunch will be served.

**Web Site Training:**

*\*\*Details, Log in Information and Due Dates will be sent to you by the end of May\*\**

Prior to staff meetings, there are both mandatory and optional website training modules for staff members:

- 1) **Mandatory**-Staff Manual and Inappropriate Intimate Behavior Chapter
- 2) **Optional**- Additional Website Training Chapters for your Bonus

**June 26<sup>th</sup> -All Staff Orientation 9AM – 4 PM (Saturday) Mandatory Attendance**  
**(Except Maintenance and Kitchen Staff)** Lunch will be served

**June 28<sup>th</sup> - Opening Day (Monday)**

**July 5<sup>th</sup> - Closed for the Holiday (Monday)**

**August 20<sup>th</sup> - Last Day (Friday)**

**CPR/AED Certification/Re-Certification—Wednesday, June 2<sup>nd</sup>,**

**5:00–7:00PM (CPR); 7:00-9:00PM (CPR) – Administrators, Lifeguards, 5<sup>th</sup> & 6<sup>th</sup> grade Group Leaders, Teen Staff**

**EPI-PEN-Certification/Re-Certification (plus CPR) - Wednesday June 16th, 6PM – Administrators & Group Leaders for 5<sup>th</sup> and 6<sup>th</sup> Grade (bus counselors may attend epi pen) Please RSVP to attend**

**All Bus Counselor and Driver Meetings Are Mandatory**

**June 9<sup>th</sup> - Returning Bus Counselors & Bus Drivers - 6:00 PM - 8:00 PM (Wednesday)**

**June 9<sup>th</sup> – All Bus Drivers and Private Drivers (Wednesday) Drug Test 6:00 PM**

**June 10<sup>th</sup> - New Bus Counselors & Bus Drivers - 6:00 PM-9:00 PM (Thursday)**

**June 23<sup>rd</sup> - All Bus Counselors and Bus Drivers – (Wednesday) 12:30 PM**

**Trial Bus Runs**

**June 26<sup>th</sup> – All Bus Counselors and Bus Drivers (Saturday) 4:00PM (Following Orientation)**

**EPIPEN certification (Alternative Date – June 16<sup>th</sup> at 6:00 PM see above)**

**ALL SWIM STAFF - Wear a bathing suit and bring a towel.** Dinner will be provided.

**June 17<sup>th</sup> (Thursday)** 3:30 PM to 8:30 PM All Swim Staff

**June 21<sup>st</sup> (Monday)** 3:30 PM to 8:30 PM All Swim Staff

**ALL OTHER IMPORTANT DATES WILL BE ANNOUNCED AS NEEDED**

**You can always contact us by e-mail:**

**Mark—[mhemmerdinger@crestwoodcountryday.com](mailto:mhemmerdinger@crestwoodcountryday.com)**

**Jeff—[jdeutsch@crestwoodcountryday.com](mailto:jdeutsch@crestwoodcountryday.com)**

**WE NEED VOLUNTEERS TO HELP OUT ON CLOTHING AND FAMILY DAY, SATURDAY, JUNE 19<sup>th</sup> 9 AM-4 PM. COME JOIN US FOR A FUN-FILLED DAY AND SPEND SOME TIME WITH YOUR COLLEAGUES. PLEASE CALL OR E-MAIL MARK OR JEFF AND LET US KNOW IF YOU ARE INTERESTED.**